



## Request for Proposal (RFP)

Date: *11 March 2008*

Dear Sir/Madam,

### **RFP for Engagement of Vendor for “Call for Proposal for Baseline Survey” for “Rural Employment Opportunities for Public Assets (REOPA)”**

You are requested to submit a proposal for Engagement of Vendor for “*Call for Proposal for Baseline Survey*” for “*Rural Employment Opportunities for Public Assets (REOPA)*” as per enclosed Terms of Reference (ToR).

To enable you to submit a proposal, attached are:

- i. Instructions to Offerers ..... (Annex I)
- ii. General Conditions of Contract..... (Annex II)
- iii. Terms of Reference (ToR)..... (Annex III)
- iv. Proposal Submission Form .....Annex IV)
- v. Price Schedule .....(Annex V)

Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should be dropped in the Bid Box available in the REOPA-CST Project Office, House#16, Road#71, Gulshan-2, Dhaka-1212 and the bids should reach the mentioned address no later than “**23 March 2008**” before 1630 hrs.

If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

\_\_\_\_\_  
International Team Leader  
REOPA-CST Project  
UNDP-Bangladesh

**“Name of the Vendor/Supplier/Organization”**  
**“Address”**

# **Annex I**

## **Instructions to Bidders**

### **A. Introduction**

#### **1. Cost of proposal**

The Bidder shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### **B. Solicitation Documents**

#### **2. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Proposal.

#### **3. Clarification of solicitation documents**

A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that has received the Solicitation Documents.

#### **4. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.

All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

### **C. Preparation of Proposals**

#### **5. Language of the proposal**

The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

#### **6. Documents comprising the proposal**

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Bidder meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

## **7. Proposal form**

The Bidder shall structure the operational and technical part of its Proposal as follows:

- (a) Management plan  
This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Bidder's present activities. It should focus on services related to the Proposal.

This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Bidder should comment on its experience in similar projects and identify the person(s) representing the Bidder in any future dealing with the procuring UNDP entity.

- (b) Resource plan  
This should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Bidder's current capabilities/facilities and any plans for their expansion.

- (c) Proposed methodology  
This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

## **8. Proposal prices**

The Bidder shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

## **9. Proposal currencies**

All prices shall be quoted in Bangladesh Taka (BDT).

## **10. Period of validity of proposals**

Proposals shall remain valid for sixty (90) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

## **11. Format and signing of proposals**

The Bidder shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.

## **12. Payment**

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

## **D. Submission of Proposals**

### **13. Sealing and marking of proposals**

The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be (Original):

- addressed to –

**The International Team Leader  
REOPA-CST Project  
House#16, Road#71,  
Gulshan-2, Dhaka-1212**

and,

- marked with –

***“Engagement of Vendor for Call for Proposal for Baseline Survey for Rural Employment Opportunities for Public Assets (REOPA) Project.***

(b) Both inner envelopes shall indicate the name and address of the Bidder. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

### **14. Deadline for submission of proposals**

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **23 March 2008 before 1630 hrs**, local time.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **15. Late Proposals**

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

### **16. Modification and withdrawal of Proposals**

The Bidder may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Bidder’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposals**

### **17. Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

## 18. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

## 19. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

## 20. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contractor will be awarded to the Contractor offering the lowest price.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm/Organisation submitting Proposal	20%	20					
2.	Experience in Working with UN	20%	20					
3.	Proposed Work Plan and Approach	40%	40					
4.	Personnel	20%	20					
<b>Total</b>			<b>100</b>					

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

## 21. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

**22. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

**23. Signing of the contract**

Within 30 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Purchaser.

## **Annex II**

### **General Conditions of Contract**

#### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

#### **3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

#### **5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

#### **6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

#### **7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - (i) Name UNDP as additional insured;

- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

## **9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

## **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

## **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## **15. TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18. TAX EXEMPTION**

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19. CHILD LABOUR**

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20. MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

## **Annex III**

### **ToR for Baseline Survey Rural Employment Opportunities for Public Assets**

#### **Background of the Project:**

Bangladesh has made considerable headway towards reducing poverty. The poverty rate has gone down by almost 19 points since the beginning of 1990s. However, the incidence of poverty is still as high as 40% and majority of the poor around 83% lives in rural areas<sup>1</sup>. The poor and other groups are also vulnerable (in terms of variance in income or loss of human capital) as a result of life cycle events (e.g. seasonal employment, sickness, age) and climatic shocks affecting a community (e.g. floods, cyclone). Even if Bangladesh achieves the MDG goal of halving the poverty rate of 1991-92 by 2015, the extent of poverty/vulnerability would still be significant and, in absolute terms, the numbers would remain high. Recognizing the challenges ahead, the government has emphasized social protection as a pillar of the PRSP. The government aims to develop effective social protection policies and programme to address poverty and vulnerability of its population.

Against this backdrop, the Government of Bangladesh decided to start a new project named Rural Employment Opportunities for Public Assets (REOPA) under social protection programme based on the learning of Rural Maintenance Programme (REOPA) and Sirajgonj Local Government Support Programme (SLGSP). The overall objective of REOPA is to contribute to the long term sustainable socioeconomic development of rural Bangladesh. Therefore, REOPA will contribute to poverty alleviation in rural areas and mainstreaming women into development programs that indicated in the PRSP and commitment to the MDGs of Bangladesh.

The REOPA Project is being implemented in the six districts of Bangladesh i.e. Barguna, Feni, Habiganj, Narsingdi, Satkhira and Sirajgonj which are in six different administrative divisions i.e. Barisal, Chittagong, Sylhet, Dhaka, Khulna and Rajshahi respectively. The project covers all 388 Unions of 41 Upazilas of these districts. About 24000 individual disadvantaged people and around 120,000 households will be benefit from the project.

**The overall objective of the project is to contribute to sustainable socio-economic development of rural Bangladesh through poverty alleviation in rural areas with emphasis on mainstreaming women into development programmes.**

**Purpose 1:** Socio-economic conditions and food security of REOPA Project's individual beneficiaries are improved and sustained.

**Result 1.1:** REOPA Project's **individual beneficiaries** have improved their financial conditions through more **regular incomes**, increased savings and are engaged in income-generating activities.

**Result 1.2:** REOPA Project's individual beneficiaries and their dependents have improved their **human capital** in terms of nutrition, health, education, social recognition and voice.

**Purpose 2:** Social, economic and environment conditions of rural communities, especially of the poor are improved through **pro-poor investment**.

**Result 2.1:** Public assets improving social conditions (such as village schools, latrines, dispensaries, latrines, etc.), promoting economic growth (such as rural earthen roads, village markets, irrigation systems, etc.) and enhancing environment conditions (such as waste and sanitary management systems, including composting, cleaning of and improvement of sewage systems, drainage systems, tree plantations, etc.) are maintained and developed for the benefit of the poor of the participating communities.

**Result 2.2:** More **basic services** (such as veterinary and agriculture services) effectively and efficiently delivered to the poor of the participating rural communities.

The REOPA is comprises of three major components i.e. 1) Road Maintenance, 2) Public Assets Creation, Rehabilitation and Maintenance, 3) Basic Services Delivery.

- 1. Road Maintenance: Road Maintenance:** In Road Maintenance component 30 disadvantaged women will be recruited in two phases of two years each in each Union Parishad to maintain 30 k.m. rural earthen roads. At the

<sup>1</sup> Household Income and Expenditure Survey 2005 and SVRS 2001-06, Bangladesh Bureau of Statistics

same time, the disadvantaged women would be provided with different life-skills training during the tenure of their employment in REOPA Project to improve their human capital.

2. **Public Assets Creation, Rehabilitation and Maintenance:** For improving social condition, promoting economic growth and enhancing environment condition public assets are maintained and developed for the benefit of the poor of the participating rural communities.
3. **Basic Services Delivery:** To facilitate that more basic services, such as veterinary and agriculture services, effectively and efficiently delivered to the poor of the participating rural communities REOPA will pilot 'Basic Service Delivery' on a limited scale.

Apart from the above, a Capacity Strengthening Team (CST) has been set up to assist the Project Task Force (PTF) of REOPA. The REOPA-CST aims to strengthen the capacity of central and local level government bodies and NGOs in designing, implementing and monitoring pro-poor and participatory projects, so that efforts made by REOPA are sustained.

**The primary objective of REOPA-CST project is to strengthen the capacity of central and local government institutions and NGOs in designing, implementing and monitoring pro-poor and participatory initiatives, so that efforts made by the main REOPA Project are sustained.**

### **Rational of the Study:**

The baseline study is being proposed to be undertaken prior to the implementation of project interventions to serve as a starting point of reference against which the progress, achievements and success of the Project would be subsequently measured. This would provide a sound basis for assessing the Project's progress and achievements by comparing the 'before-after' scenario. Furthermore, the baseline study will provide a situation analysis of existing scenario of the Project that would assist the Project's management to determine the priorities accordingly for revising the operational plan, in case of necessity.

### **Objectives of the Study:**

- § Establish existing benchmarks of the prevailing situation of the Project before the introduction of Project's interventions to serve as the basis for impact assessment of the Project's interventions;
- § Identify the key priority areas for the Project against which could be used as pegging points for assessing the level of the Project's success.

### **Scope of Work:**

The baseline survey is to be undertaken within the parameters of the main objectives of the Project: *sustainable improvement of socio-economic condition and food security of individual beneficiary and improvement of socio-economic and environmental conditions of rural communities especially of the poor through pro-poor investment*. The emphasis has also been given to mainstreaming of women into development programme in the overall objectives of the Project. Besides, institutional capacity building of Local Government Institutions (LGI) officials is another important aspect of the Project. The result framework of REOPA is very comprehensive and relates to the cross-cutting issues of development such as livelihood security, gender equity, capacity building as well as to the overarching development goals of Bangladesh.

As such, the baseline study of REOPA would cover different relevant elements of Household Livelihood Security Framework, Gender Analysis Framework, and Institutional Capacity Building along with other areas of Project interventions. Focus should be given on the context (economic environment, natural environment and political environment), strategy (income, expenditure, possession of resources, and economic activities) and outcome (food security, health and nutrition status, water and sanitation status, education, community participation etc.) of livelihood framework. Regarding the issue women's empowerment, the aspect of control over resources, community participation, decision making ability in every sphere including individual level, family level and community level; life skill such as vocational skill, future plan, knowledge and information about rights and services should be covered. The issue of capacity strengthening of Local Government Institutions (LGIs) should include the areas of institutional policy and procedures pertaining to development activities, resources (financial, human and other logistical resource) of LGIs, local resource mobilization capacity of LGIs, knowledge, skill, attitude and involvement of the officials and representatives of LGIs toward development activities. Assess the level of community participation in development activities in general in REOPA operational area.

The baseline should provide an assessment of public assets e.g. roads, markets, health center, cold store, godown, electricity, bridge, culvert, channel, embankments etc. of the community in terms of type, number, condition and utilization.

**Table:** Variables to Capture in Baseline Study

<i>Cross Cutting Issues</i>	<i>Broad Areas</i>	<i>Variables/Elements</i>	
Household Livelihood Security	<i>Context:</i>		
	Natural Resources	Land, Water body, River, Climate, Biodiversity etc.	
	Infrastructure	Roads, Markets, Health Center, Cold Store, Godown, Electricity, Bridge, Culverts, Cannel, Embankments etc.	
	Institutions	Union Parishad, Upazila Parishad, School, College, Madrasa, Mosque, NGOs, Financial Institutions, Club, <i>samity</i>	
	Economic and Political Environment	Economic Activities, Employment Opportunities, Power Structure( chairman, members, community leaders, political leaders, religious leaders)	
	Vulnerability and shocks	Natural calamities (flood, cyclone, river erosion), epidemic etc.	
	<i>Strategy:</i>		
	Income and Expenditure	Occupation, Sources of income, Amount income, Amount of Expenditure, Head of expenditure	
	Resources	Manpower, Earning Members, Education, Vocational Skill, Land Ownership, House, Productive Assets, Trees, Livestock, Household Assets,	
	Social Assets	Organizational Affiliation, Membership in Groups and Associations, Network, Social Relationship, Access to Wider Institution	
	Financials	Savings, Capital, Credit	
	<i>Outcomes:</i>		
	Food	Quality and quantity of food consumption by households, Food shortage experienced by households;	
	Nutrition	Nutritional Status of Project direct beneficiaries and their household members.	
	Health	Prevalence of diseases, Access to health services, Access to safe water and sanitation	
	Shelter	Ownership of house and homestead land, Type of house	
	Education	Literacy, Level of education of Project beneficiary and their household members	
	Community participation	Participation in social events and ceremony, Participation in <i>salish</i> , Participation in development activities, Membership in different organization, Membership in the governing bodies of Community Based Organizations	
	Women Empowerment	<i>Control over wealth:</i>	
Individual Level		Income and Savings both at individual level and family level, Land, Physical Assets	
Family level		Income and Savings both at individual level and family level, Land, Physical assets	
Mobility		Health REOPA Center, Market, Farm, Bank, Union Parishad, Upazila, Service Providing, Agencies	
<i>Decision making ability and Participation:</i>			
Individual level		Availing Services, Undertaking IGAs,	
Family level		Buying and selling assets and crops, Children marriage and education	
Community Level		Member of executive body of social institution and organization e.g. Union Parishad, School Management Committee, Club, Cooperative etc., Participation in village court/ <i>shalish</i>	
Life skill		Vocational Skill, Future Plan, Shocks Coping Strategy	
Knowledge and information		Inherent rights, citizen right, control over body	
		Awareness and information about legal services, Awareness and information about health services, Awareness and information about trainings, credit and other services	
Capacity Strengthening		Institutional	Policy and Procedures, Human Resource, Financial Resource, Infrastructure and other Logistical Resource
	LGIs' Official and	Knowledge, Skill, Attitude and Involvement in Development	

<i>Cross Cutting Issues</i>	<i>Broad Areas</i>	<i>Variables/Elements</i>
	Representatives	Activities,

### **Methodology:**

The REOPA Project encompasses the broader spectrum of socio-economic development which deals with both quantitative and qualitative results. In line with the result framework of REOPA, the baseline study will include both quantitative and qualitative indicators which can provide answer to the 'what' question in numerical value and qualitative indicators which can provide answer to the 'how' question in description of judgment, opinions, perception and attitude. Hence, the study team will adopt different quantitative and qualitative methods such as Probability Sampling, Questionnaire Survey, Key Informant Interviews (KII), Focus Group Discussions (FGD), Social Mapping, Resource Mapping etc to gather information about the existing scenario of the Project.

The study team will develop a comprehensive methodology describing the study methodology, study sample, data collection instruments and techniques and implementation plan as well as progress follow-up plan. The study team will finalize the methods, tools and analysis plan in consultation with REOPA-CST.

The sample size for questionnaire survey will be drawn through probability sampling in context of impact evaluation of the Project and sample size for other qualitative methodology such as FGD, KII, Social Mapping and Resource Mapping will be drawn through judgment sampling.

### **Study Population:**

The REOPA will be implemented in all 388 Union Parishads and 41 Upazila Parishads of Barguna, Feni, Habiganj, Narsingdi, Satkhira and Sirajganj districts. Thirty disadvantaged women in each UP will be employed in two phases of two years each in REOPA for maintaining earthen roads. Simultaneously casual labors both men and women will be employed in Public Assets Creation and Rehabilitation scheme during the lean period in each Union Parishad. Approximately there will be 27000 direct beneficiaries of REOPA.. Hence, the study population will include:

- Disadvantaged Women and their Household Members;
- LGIs (Union Parishad and Upazila Parishad) Officials and Representatives;
- Community Leaders and Members;
- Representatives of NGOs and other development organizations working in similar areas as REOPA Project;

### **Activities:**

The study team is expected to perform the following activities:

1. Participate in planning meetings with the relevant Project staff of REOPA and review the relevant documents as a prerequisite.
2. Acquaint themselves with all relevant project documents (DPP, Technical and Administrative Provisions and Project Documents of UNDP) the Study Team will submit a detail work plan to REOPA along with timeframe and responsible parties for this assignment.
3. Prepare questionnaire, checklist and guidelines for baseline survey in consultation with REOPA and print them as well as other data collection tools. The Study Team will be responsible for pre-test and finalization of tools and techniques for the study. The concern staff members of REOPA will review each stage of tools and techniques finalization to ensure that the Project's specific parameters and indicators are being addressed.
4. Organize training session for the enumerators followed by field practice. The duration of the training will depend on methodology, tools and technique of the study to ensure that enumerators have in-depth understanding of the study subject and methodology.
5. During the training session, the REOPA representatives will participate and describe the Project and context of the study to the enumerators and also provide explanation to the queries of the training participants pertaining to Project.

6. Collect data from the respondents of the study area as per the sampling list using prescribed tools and techniques.
7. Train selectively community members on Social and Resource Mapping.
8. Share field findings with REOPA within the one week of completion of data collection.
9. Prepare the data analysis plan and tabulation plan in consultation with REOPA before the completion of data collection and prepare the data table.
10. Provide the soft copy of the data both clean and unclean to REOPA
11. Submit draft report of the study to REOPA prior to the submission of final report. The REOPA will review the draft report and provide necessary feedback on the draft report. The Study Team/Consulting Firm will submit final report addressing the feedback of REOPA.

### **Output:**

1. *The Consulting Firm/ Study Team will submit a final detail action plan agreed by both REOPA and Consulting Firm within three days of signing the agreement of this assignment to REOPA.*
2. *The required number of qualified enumerators will be hired (by the Consulting Firm/ Study Team) and trained on study subject, methodology, data collection tools and techniques, quality control and data management.*
3. In the course of the study selected community members will be trained on Social and Resource Mapping. They will gain understanding on the purpose of Social and Resource Mapping and acquire skill on it so that they can prepare Social and Resource Map of their community and use it to assess progress and achievement of the Project.
4. *A dataset of Baseline Study will be developed and both furnished and non-furnished data set will be submitted to REOPA. The submitted dataset will essentially include the description of data structure, syntax file and output file.*
5. *The final report of the Baseline Study both in hard and soft copy (five copies) will be submitted to REOPA by the Consulting Firm/Study Team.*

### **Quality Control:**

The validity and reliability of the collected data of the study is a major concern of REOPA. If proper attention is not given during recruiting enumerators and field supervisors; invariably the collected data will have an adverse reflection in terms of validity and reliability. In this connection, REOPA may try to assess the level of understanding of the enumerators and field supervisors after the training sessions. The Quality Controller and Field Supervisors of the Study should have previous experience in cross-cutting development issues such as livelihood security, women empowerment and capacity strengthening of Local Government Institutions. REOPA insist to keep supervisor enumerator ration as 1:5. For each field team there should be one Quality Control Officer.

Moreover, in order to conduct the study in line with the objectives and scope of work of the Study, REOPA suggest to keep following provisions:

### Preparatory stage

- The Enumerators and Field Supervisors of the Study should be oriented on the concept of REOPA, study objectives, scope of work, methodology and indicators.
- The tools and techniques of the Study should be field-tested prior to final execution for data collection. REOPA staff will present during the field testing to understand the extent of refinement required for different tools and techniques and the nature of the deliberation by the enumerators.

### Survey in Field

- The Consulting Firm should deploy the enumerators who participated in the training and field test for data collection. The REOPA Staff Members will visit the data collection process on sample basis in each cluster of the Study.
- The REOPA staff will cross check the collected information on sample basis. REOPA staff will collect the surveyed questionnaire from the survey team and within the next 48 hours they will revisit and resurvey the same household. After crosschecking and validation of the collected information, the administered questionnaires will be handed over to the survey team and findings of cross checking will also be shared with them. If any major discrepancies are found with the information, the consulting firm will take corrective measure to collect valid and relevant data.

### ***Timeframe:***

The contract period of this assignment is of 12 weeks in total, begins [from the signing date](#). The detail breakdown of timeframe will be provided by the intended consulting firm as per the following headings:

1. Methodology and Questionnaire finalization
2. Enumerator Recruitment
3. Enumerator's Training
4. Field Test
5. Data collection
6. Data Editing and Coding
7. Data Entry
8. Data Cleaning, Analysis and Findings Sharing
9. Draft report (first and final) sharing and finalization
10. Final Report Submission

### **Key Contacts:**

Interested individuals/ agencies/ organizations should submit a detailed proposal along with budget by 23 March 2008 to The International Team Leader, REOPA-CST Project, House-16, Raod-71, Gulshan-2, Dhaka-1212.

The proposal should include a detail methodology to carry out the study, CVs of the individuals/ team members along with clear indications of their roles and responsibilities during the study, an indication of timing proposed to carry out the work, and a detailed budget. Proposals will be evaluated based on the capacity of the individuals/ agencies, mix of personnel, technical merit of the methodology, and cost. Only selected individuals/ agencies will be contacted.

### **Budget and Mode of Payment**

The REOPA Project of UNDP-Bangladesh will pay the cost of the study to assigned firm subject to the completion of all outputs and acceptance. A final evaluation of the work under this contract will be done before the final payment.

Payment will be made in three installments, which is as follows:

- 25% upon signing the agreement;
- 50% upon completion of data collection and
- Remaining 25% upon successful completion and acceptance of the final report by REOPA.

The contracting agency should follow the plan and procedures as outlined in the work contract. Payment will be made through an Account Payee cheque in favor of the consulting firm/ Team Leader of the study team. For each installment the firm has to submit a request letter duly describing the agreed accomplishment.

### ***General terms and Conditions***

- a. All reports and documents prepared during the assignment will be treated as REOPA property. The reports / documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of REOPA Bangladesh.
- b. The firm agrees that during the period of this agreement and for a further period of twelve months, he shall not issue any written materials or express publicly any personal opinion concerning the services under this agreement, except with the prior written approval of UNDP Bangladesh.
- c. The consultant shall not without first obtaining the consent in writing of UNDP Bangladesh, permit any of his duties or obligations made under this contract to be performed or carried out by any other person, or reassign its interest in a contract.
- d. In the event that the consultant requires additional time to complete the assignment, over and above that previously agreed to, but without changing the scope of work, REOPA's prior written concurrence to the same is necessary.
- e. REOPA may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, REOPA shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
- f. Notwithstanding anything contained in the agreement or these conditions, UNDP-Bangladesh may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against UNDP-Bangladesh by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.



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## **Annex V**

### **PRICE SCHEDULE**

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 13 (b) of the Instruction to Bidders.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In addition to the hard copy, if possible please also provide the information on CD-Rom (IBM compatible).